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ABSTRACT

This pamphlet, the first of three library skills modules for college students, describes a library tour designed to familiarize students with the physical facilities, services, and materials of the library. Unit I also includes brief discussions of the card catalog, classification systems, circulation procedures, interlibrary loan policies, and equipment and materials available. The Statement of Objectives for the Library Skills Modules and six tests which are used to evaluate student achievement after completion of the module are attached. (JAB)

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LIBRARY INSTRUCTION SERIES

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UNIT I

FINDING YOUR WAY:

ORIENTATION TO THE LIBRARY

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

Clara K. Flower

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) AND USERS OF THE ERIC SYSTEM."

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INTRODUCTION

Touring the Fogler Library will introduce you to the physical facilities, services, and materials available for your use. Following the path of the "Walking Tour" brochure, you will walk through most of the first floor, continue up to the Periodicals level, and then on up to the top floor to see the Learning Materials Center and Special Collections.

It helps if you actually walk around, look at the items mentioned in this text, pull out drawers, poke into corners, and ask questions if you get confused. By all means participate actively - this is your library and if you spend a little time becoming acquainted with it in the long run you'll learn more, and probably perform better on upcoming research projects and on the quiz that accompanies this unit.

THE TOUR

To begin the tour go to the East (Union) Entrance area on Level 1. From this vantage point you will see a lounge with a small collection of books. This group is composed of detective fiction, or mystery stories, one of the Library's leisure reading collections.

Across from the lounge is a staircase leading to the floors above. Around the corner are two elevators.

In the center of the room you can see the card catalog. The CARD CATALOG is the primary tool for locating materials in the library. It is an alphabetical listing of books, periodicals, newspapers, microforms, theses, audio-visual materials, etc. that the Library owns. Locations of the various items are given with a "code" which is known as a call number. Each item in the Library is represented by at least one card in the card catalog, with the exception of U.S. and Maine State government publications which have their own indexes and catalogs. When all these cards are filed together in one alphabet, collectively they become known as a CARD CATALOG.

THE CARD CATALOG

The drawers contain 3 x 5 cards with standard sorts of information on them: author, title, place of publication, publisher, date, plus other bits of information which will be discussed in Unit II.

Pull out a drawer and take a look at a few cards.

If you are trying to locate a book, the single most important item on a catalog card is the call number. The CALL NUMBER, located in the upper left-hand corner of the catalog card, is the "code" which arranges books by subject on the shelves. Make sure you copy the <u>entire</u> number.

CALL NUMBERS

LOCATION SYMBOLS

The Library uses several abbreviations as locational devices, so be sure that you check the location charts posted on the wall near the card catalog before you try to find a book in the stacks. On each level near the elevator or stairway there are floor plans, and it's a good idea to check these to get your bearings before striking off in search of your call number.

To further complicate matters, the Library uses two classification schemes. They are called the Dewey Decimal and Library of Congress systems. An outline of each is included below.

Dewey Decimal Classification System

000-099	General works
100-199	Philosophy, Psychology
200-299	Religion
300-399	Social sciences
400-499	Languages
500-599	Pure sciences
600-699	Technology
700-799	The arts
800-899	Literature
900-999	History

DEWEY DECIMAL

Library of Congress Classification System

A	General works
B	Philosophy, Religion
C	History, Auxiliary sciences
D	History, General and Old World
E	History, America
F	History, America
G	Geography
H	Social sciences
J	Political science
K	Law
L	Education
M	Music
N	Art
P	Literature
Q	Science
R	Medicine
S	Agriculture
T	Technology
U	Military science
V	Naval science
Z	Bibliography

LIBRARY OF CONGRESS

A chart listing locations of books in the stacks is posted on the wall near the card catalog and on each level in the stacks.

In Unit II you will learn more about the card catalog and a few tips about locating books. For this unit you need to know where the catalog is located, and that most books are listed by author, title, and subject.

CARD CATALOG

Usually a book can be found several different ways, depending upon the information you know:

If you want to determine if the Library owns a particular book and you only know the title, go to the card catalog and look under the first word of the title excluding any initial article (A, An, The).

TITLE CARDS

Likewise with the author's name - if you know the name just consult the proper drawer under the author's name (last name first, then first name and/or initials).

AUTHOR CARDS

If you need books on a particular subject but don't know any author's name or titles, it is also possible to look for items on a subject. If you have trouble, a book entitled Library of Congress Subject Headings will help you select the correct subject headings to use. You will learn to use that tool in Unit II. Once you master it, finding books on a specific subject will be much easier.

SUBJECT CARDS

CIRCULATION SERVICES

Across from the card catalog is the Circulation Services area. The Circulation/Reserve Desk is where you inquire if you can't locate a book in the stacks, want to charge out, renew, or recall one.

BORROWING

To borrow books merely present your student identification card to the attendant and the books will be charged out in your name. There i no limit to the number of books which may be signed out, but please use your judgment.

RECALLING

Books are charged out for a semester but are subject to recall after two weeks if someone else needs them. To recall a book fill out a recall request card which may be obtained at the Circulation Desk. The staff will contact the present user who must return the book promptly.

RENEWING

To renew a book present the attendant with the call number(s) and request that the book(s) be renewed. Your book will be renewed unless it is needed by another user.

FINES

There are several fines which may be incurred. The most common are: (1) not returning a book which has been recalled is assessed at five dollars plus one dollar per week until the book is returned; (2) regular overdues are charged at two dollars plus one dollar per week until the book is returned; (3) if a book has been overdue for

six weeks, a replacement charge will be made in addition to accumulated fines.

BOOK RETURNS

Books may be returned to the book slot in the Circulation Desk, the book box in the North Lobby, or to either of the book slots at the North or East Entrances.

RESERVE BOOKS

The RESERVE function of the Circulation Services Department is to act as a "closed" or controlled collection for the high use materials which have been assigned as outside or collateral reading by instructors.

Quite often an instructor will want a class to read a single chapter, and rather than have the students purchase an entire book, the Library's copy will be placed "on reserve" for use by the entire class. Because a large number of people are trying to use a small number of items, time restrictions must be placed on the "reserved" materials. Books on reserve circulate for a stated period of time, usually four hours. Be sure to check the signs posted behind the desk for due-back times.

To secure materials on reserve, fill out a request slip with the author's name and title of the book or article. If you should forget the name and title, there are notebooks on the desk which list, by department and

course number, all materials on reserve. When the attendant retrieves your item, present your identification card and the books and cards will be processed. Be sure to check due times. Stiff fines are dealt out to insure that books are returned promptly.

RESERVE FINES

Fines are fifty cents for the first hour and twenty-five cents for each additional hour until the book is returned. Fines are doubled during examination week.

RESERVE BOOK RETURNS

Reserve books should be returned to the book slot in the Reserve section of the desk. If the Library is closed, books may be placed in the outside book drops at the North and East Entrances.

CALCULATORS

The Circulation/Reserve Desk also has hand calculators which may be borrowed for use in the Library. Your identification card must be held at the desk while you are using the machine.

TEST FILE

There is a small collection of exams on file at the Reserve Desk. Occasionally professors deposit copies of previous exams to help students study for upcoming tests.

If you find that the Library does not own a book or journal that you need, you may wish to make use of the INTERLIBRARY LOAN Department which is located in the office across from the card catalog and the Circulation Desk. The Interlibrary Loan staff will try to borrow what you need from another library. The staff can inform you of their procedures and charges you might expect, if any.

INTERLIBRARY LOAN

Materials you think should be added to the Library's collections may be ordered by filling out the appropriate order card at the Reference Desk or in the Library Office.

Note, also, that in this area are located photocopy machines, a change machine, and some typewriters for student use.

COPIERS

TYPEWRITERS

Walk past the elevators and proceed into the Reference Room.

Among other things, the REFERENCE DEPARTMENT is where you will find librarians whose function it is to help you find the information you need. During nearly all library hours there is at least one reference librarian assigned to the Reference Desk. DO NOT HESITATE TO ASK FOR ASSISTANCE. We believe that there is no such thing as a stupid question.

The Reference Room houses the Library's collection of reference materials. Reference books are items such as encyclopedias, almanacs, atlases, bibliographies, handbooks, or directories; books that are consulted for a specific piece of information.

REFERENCE BOOKS

Although reference books generally do not circulate, many may be signed out for overnight use if special permission is granted by a reference librarian.

The reference collection begins on your left as you enter the room and continues toward the window end of the room. All reference books have call numbers that begin "Ref" on the top line, a location symbol over the call number; thus, you know to go to the Reference Room when you see this location on a catalog card.

"REF"

If you are beginning a paper, are looking for the answer to a question, need help, or anything in between, drop by the Reference Desk and ask for a little help. Quite often a reference librarian can help when you've nearly reached the end of your patience.

INFORMATION AND/OR HELP

As you enter the room note the section of periodical and newspaper indexes and abstracts. Most magazines either publish their own indexes or are indexed by a larger service which gathers references to articles from more than one magazine and publishes them in one place.

INDEXES AND ABSTRACTS

INDEXES AND ABSTRACTS

Cumulative indexes are really helpful; rather than having to thumb through many magazines until you find an article you want, you can consult an INDEX which will give you a list of articles on a particular subject complete with the author, name of the magazine, volume, issue, page, and date of the magazine.

An ABSTRACT goes one step beyond an index and provides, in addition to the above citation information, a short summary, or abstract, of the article. This is a real help because it usually gives enough information so that you can tell if the article is really what you want. You'll learn more about using newspaper and periodical indexes and abstracts in Unit III.

JOURNAL HOLDINGS: PRINTOUTS

Please note the journal holdings PRINTOUTS on the table by the Reference Desk and scattered throughout the index and abstract section. These list, in alphabetical order, the magazines the Library owns and gives locations for the older (backfiles) volumes as well as current issues.

TELEPHONE BOOKS

As you walk through the Reference Room try to look around and notice items which may be helpful to you in the future. For example, you'll probably notice that there are telephone books for all of Maine, the major U.S. cities, the Canadian provinces, and even a few foreign capitals.

The filing cabinets house what is called the "Information File," a pamphlet collection of current interest material, fugitive materials such as reports on a particular timely or controversial topic, travel brochures, etc. Part of this collection is the "Career File" which is housed in a separate file cabinet so that it will be easier to browse through the materials. Included is information about specific occupations, the requirements, a description of what an individual does on the job, the average salary, etc.

INFORMATION FILE/ CAREER FILE

In the same area you can browse through the non-circulating college catalog collection. The divisions of the college catalog collection are marked by signs and should be obvious; they are: undergraduate, graduate, and professional: law, medical, dental, and veterinary medicine.

COLLEGE CATALOGS

As you leave the Reference Room note the area containing atlases. Located strategically around the room and building are dictionary stands which hold unabridged dictionaries. On the shelves below, you will find abridged, or desk dictionaries, and often a thesaurus. You may take these to your study area but try to return them to the stands for others to use.

Leaving the Reference Room, you will find yourself in the North (Mall) Lobby. In this area you'll see a

Charge Out Desk, Exit controls, display cases for student use, the Louis Oakes Room, and a stairway to the floors above.

The CHARGE OUT DESK is where you go to borrow a book. As mentioned earlier, merely present your student identification card to the attendant and the books will be charged out in your name. CHARGE OUT DESK

The exit controls prevent removal of unprocessed materials from the Library. If an uncharged item passes through the control system, the gate locks and a bell sounds. EXIT

Display cases are available for student use by signing up with the secretary in the Library Office which is at the right-hand end of the Circulation/ Reserve Desk. DISPLAY CASES

The Oakes Room houses a collection of current popular magazines, books, and national, international, and local newspapers. Smoking is permitted in the Oakes Room and in the North Lobby. OAKES ROOM SMOKING

Continue on past the Oakes Room, the rest rooms, and go up the back stairway to the landing. You are now on Level 1B outside the U.S. GOVERNMENT PUBLICATIONS DEPOSITORY. The University Library is a Regional Depository for Government Publications GOVERNMENT PUBLICATIONS

serving the states of Maine, New Hampshire, and Vermont. In addition to U.S. publications the collection also includes Canadian Government Publications.

The government publishes on a large scale and in many fields ranging from recipes to astrophysics. Cards for most government documents are NOT included in the main card catalog. The tool needed to locate documents is an index called the Monthly Catalog. It is kept in the Documents Department where you will find librarians to assist you with its use.

The documents collection is a "closed" collection, i.e., you may not enter the stack areas but may request the attendants to retrieve the information you need. Materials never circulate outside the building. Note the signs posted which tell what hours the department is open. If you need to use materials when the collection is closed, let the staff know and they will leave materials at the Circulation/Reserve Desk for your use.

Exit from Documents and continue up one more flight to Level 2.

Glance into The Lynch Music Room on your left and its collection of recorded music. Observe the hours this collection is open.

LISTENING ROOM

Enter the CURRENT PERIODICALS Room. You will note that the most recent issues of journals are arranged alphabetically around the perimeter of the room. Some high-use or high-theft magazines are kept behind the Periodicals Desk. For these, fill out a request slip and the attendant will retrieve your journal for use in the building. Observe the computer printouts of journals available in the Library. Remember, these are the keys to the magazines and newspapers owned by the Library. If you have trouble locating a journal, please ask the attendants in this area.

CURRENT PERIODICALS

Circulation policies for journals are as follows: Up to four journals may be signed out at the Current Periodicals Desk for overnight use. Customarily these go out late in the day until early the next morning. Items behind the Desk never circulate.

BORROWING

Copying machines and a money changer are available in the lobby area outside the Current Periodicals Room.

COPIERS

Continue straight into the Microforms Room. MICROFORMS are miniaturized photographic reproductions of the printed word. These reproductions may be on microfilm, microfiche, or microcards. For each microformat there are readers which enlarge the print to its original size. There are directions on each reader, or you can ask the attendant for help the first time you use one.

MICROFORMS

Journals listed as being on microfilm are shelved alphabetically by title on the shelves in the center of the room. Help yourself to any of these but please do not try to reshelve them; place them on the return table in the center of the room. Books and other items which happen to be on microfilm are shelved by book number around the perimeter of the room.

MICROFORMS

Microfiche and microprint materials are held behind the Microforms Desk. Please ask the attendant for the ones you need. Your identification card is required to sign out any of these.

MICROFICHE
MICROPRINT

Reader-printers are available to copy microfilm and microfiche. Pages reproduced on these machines will be the size of the original paper copy. The print will be reversed, white on a black background - a negative print. The present charge is 5¢ per exposure. In this Library we do not have machines to make paper copies from microcards.

Continue through the Microforms Room and out to the red-carpeted stack area. Opposite the elevators you will find the beginning of the bound periodical collection. This is what the periodicals printout means when it lists the backfile location as "Period. Stacks."

PERIODICAL
STACKS

Bound periodicals are shelved alphabetically by title. Note the signs directing you to the A-J and K-Z stack areas.

FILING RULES

Two filing rules will be discussed here because they cause a great deal of confusion for many users. Arrangement of periodicals on the shelves is alphabetical except for certain instances:

1. If a journal is published by an organization it will be filed under the name of the organization rather than the title of the journal. Example: "The Journal of the American Medical Association" is shelved in the "A's" under "American Medical Association. Journal."

2. If the name of a journal is an acronym or initialism it precedes the rest of the alphabet. Example: the journal "RQ" is filed before "Radiation Botany."

PERIODICALS LOCATIONS

To review, the journals the Library owns are, in most cases, shelved on Level 2. The periodicals printout will tell you whether the magazine title you want is in the Current Periodicals Room, the Periodicals Stacks, the Microforms Room, or any other special location.

Indexes and abstracts that tell in which magazine you can find an article on a particular subject are located in the Reference Room on Level 1. If you need help locating an index or an abstract, ask a reference librarian.

There are also book stacks on Level 2. Opposite the elevators and stairway you will see a floor plan. Be sure to check these to get your general location and direction. Notice that the areas are divided by study tables and carrels. Unit II will cover finding books in the card catalog, call numbers, and locating books in the stacks.

BOOK STACKS

Wander down the center aisle, passing the study areas and turn right near the end. Go through one of the doorways near the water fountain into the Fine Arts book stack. This is just another book stack area, mainly for music and art books.

Exit from this area into the upper lounge area, pass the Photocopy Department, and go up the stairs on your left.

PHOTOCOPY DEPARTMENT

At the top of the stairs is the LEARNING MATERIALS CENTER. Housed here are items used with children and in education (K-12). Collections include: children's literature, teen literature, curriculum guides, pamphlet files, K-12 textbooks, and an audio-visual collection containing both hardware and software. In addition, a collection of post-secondary multi-media materials is shelved in LMC.

LEARNING MATERIALS CENTER

Because items in the Learning Materials Center are not completely cataloged in the main card catalog,

there is a separate card catalog for the collection located just inside the door. Materials are listed by author, title, and subject. Curriculum guides and vertical file pamphlets have subject listings.

CARD CATALOG

Items from LMC do circulate. With the exception of audio-visual materials which have a two week non-renewable loan period, the usual loan period is for one month and items may be renewed. All materials are checked out at the LMC Desk.

BORROWING

Leave LMC and walk straight ahead into the unfinished third level addition. Turn left and head towards the elevators.

To the left of the elevators is the entrance to the SPECIAL COLLECTIONS Department. This area houses items by and about Maine and her authors, Maine State documents, the University Collection, a maritime collection, manuscript collections, and many other valuable collections and rare books.

SPECIAL COLLECTIONS

A card catalog for these collections is located in the department. There are librarians to help you with either general interest questions or in-depth research on Maine related topics.

CARD CATALOG

Before you leave note the signs listing the hours the department is open. As with government publica-

tions, special arrangements can be made to have materials left at the Circulation/Reserve Desk for your use when the collection is normally closed. During regular hours you will be asked to leave your identification card at the Desk while using the collections.

HOURS

Exit and return to Level 1.

The only area you have not seen is Technical Services.

This department, located in the area just past Interlibrary Loan and the Bibliography Room, is where all books and journals are ordered, received, cataloged, checked in, processed, and issued. Feel free to peek in - and ask questions of the staff if you see something you do not understand.

TECHNICAL SERVICES

Your tour of the Fogler Library is now completed. Please feel free to review the information presented in this pamphlet before you return it to the Reserve Desk.

When you feel you are ready, ask a librarian at the Reference Desk for the test for Unit 1.

THE END
UNIT I: THE LIBRARY

Remember, if you have questions do not hesitate to ask for assistance at the Reference Desk.

Good Luck!

STATEMENT OF OBJECTIVES: LIBRARY SKILLS MODULES

GENERAL OBJECTIVE:

A student, by the time he or she completes a program of undergraduate studies, should be able to make efficient and effective use of the available library resources and personnel in the identification and procurement of material to meet an informational need.

TERMINAL OBJECTIVE I:

The student recognizes the library as a primary source of information, knows the location of the major service desks and understands their functions in the library.

ENABLING OBJECTIVES:

Given a map of the library, a student will be able to identify key service points.

Given a map of the library, a student can locate the card catalogs and the other holdings lists or printouts.

Given a list of services and departments, a student will be able to match one to the other.

The student will recognize members of the library staff, especially the reference staff, as prime people to ask for assistance.

TERMINAL OBJECTIVE II:

The student understands procedures and rules governing use of the library.

ENABLING OBJECTIVES:

A student can correctly check out library materials from the library.

A student can correctly interpret library forms such as search requests, recalls, overdues, etc.

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TERMINAL OBJECTIVE III:

The student can make effective use of the library resources available to him, can differentiate between collections, and can interpret institutional holdings records (card catalog, serials holdings, etc.) to locate materials.

ENABLING OBJECTIVES:

Given a list of materials, the student in a specified time can identify and locate on the shelves those items which the library owns. The list will include incomplete citations for books (individual and corporate authors), journals (backfiles and current issues), newspapers (backfiles and current issues), pamphlets, documents (US and Maine), microforms, and non-book items.

Students will be able to select from a variety of collections available that information which is most appropriate to his needs.

Students will be able in a stated period of time, to acquire data and other factual items of information provided that the information is clearly documented and can be located in a simple and obvious search method.

TERMINAL OBJECTIVE IV:

The student will develop skills necessary to locate and use library materials effectively.

A. The student will develop skills in the use of the card catalog.

ENABLING OBJECTIVES:

In a guided exercise on the card catalog the student will be able to:

1. List and locate the different card catalogs available in the library.
2. List items in the catalog on a given topic within a specified length of time. Topics will require use of Library of Congress Subject Headings.
3. Define the functions of "see" and "see also" references.
4. Correctly identify and explain items on a catalog card. Items will include: author, title, place of publication, publisher, date of publication, bibliographic notes, tracings, and the call number.
5. Determine if the library has in its holdings given sample titles. Filing rules selected will include those dealing with the initial article, Mac, abbreviations, numberals, dates, etc.

B. The student will develop skills in the use of periodical literature. Areas mastered will include: index selection and location, article selection, periodical location and the overall application of the above three.

ENABLING OBJECTIVES:

In a guided exercise on periodical literature the student will:

1. Be able to define "index", "abstract", "serial", "periodical", "journal", etc.
2. Be familiar with the current nature of periodical literature.
3. Be familiar with subject headings used in periodical indexes.
4. Identify that the explanation of use is located in the preface of the index.
5. Be able to differentiate between the "see", "see also" and "about" notations in index citations.
6. Determine the meaning of abbreviations used in citations.
7. Be able to identify all parts of an entry.
8. Recognize the similarity between the format of various indexes.

Students working infivisually should be able to locate sufficient relevant periodical articles as well as books to produce a substantial essay on any given topic.

Test 1/1

Please respond True or False unless otherwise indicated.

1. The Circulation Services Department is located opposite the main card catalog on the left as you enter from the Union.

2. The main Card Catalog is straight ahead as you enter from the Union.

3. To check out a book, you should have a dorm security card.

4. Reserved materials are available at the Reference Desk.

5. In the card catalog books can be searched by subject only.

6. All government documents are listed in the main card catalog.

7. The Reference Desk is located on the second floor.

8. Periodical indexes and abstracts can be found in the Government Documents Department.

9. Library of Congress Classification System call numbers begin with numbers.

10. Dewey Decimal Classification System call numbers begin with numbers.

11. The Learning Materials Center is located beside the Listening Room.

12. To renew a book present either the book or the call number to the Circulation staff.

13. Special Collections is located on the second floor.

14. The documents collection is located in the Reference Room.

15. The loan period for reserve materials is approximately:
    a. 4 hours
    b. 24 hours
    c. 12 hours
    d. 2 weeks

16. The call number is located in the:
    a. upper left
    b. upper right
    c. center
    d. bottom line

17. If you have general questions or need help, go to the:

    a. Microforms Room
    b. Special Collections Department
    c. Reference Desk
    d. Charge Out Desk

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Test 1/1 (cont.)

18. Copies of the Periodical Printout which tells if the Library has a journal title and where it is located are in:

    a. The Current Periodicals Room
    b. The Documents Collection
    c. At the Circulation Desk
    d. In Technical Services

19. Current journals are shelved:

    a. in the Microforms Room
    b. in the Current Periodicals Room
    c. in the Reference Room
    d. in the bound periodicals stacks

20. Bound periodicals are shelved:

    a. in Government Documents
    b. in the Microforms Room
    c. alphabetically by title
    d. by call number

Test 1/2

Please respond True or False unless otherwise indicated.

1. The Circulation Services Department is located straight ahead on the left as you enter from the Union
2. The main card catalog is on the second floor.
3. To check out a book, you should have a University meal ticket.
4. In the card catalog books can be searched by author and title only.
5. Government documents may be charged out for use outside the building.
6. The Reference Desk is located on the left as you enter from the Union.
7. Periodical indexes and abstracts can be found in Special Collections.
8. Library of Congress Classification System call numbers begin with letters.
9. Dewey Decimal Classification System call numbers begin with letters.
10. The Learning Materials Center is located on the third floor.
11. A book can be recalled from you after you have had it for two weeks.
12. Special Collections is located in the Reference Room.
13. The Documents Collection is located on the second floor.
14. Items on "reserve" are kept:

    a. in the Reference Room
    b. behind the Circulation/Reserve Desk
    c. in your instructor's office
    d. in the general stacks

15. The loan period for reserve materials is approximately:
    a. 4 hours
    b. 12 hours
    c. 24 hours
    d. 2 weeks
16. The call number is located in the:
    a. upper left
    b. upper right
    c. center
    d. bottom line
17. If you have questions or need help, go to the:

    a. Reference Desk
    b. Charge Out Desk
    c. Current Periodicals Room
    d. Documents Room

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18. Copies of the Periodical Printout which tells if the Library has a journal title and where it is located are in:

    a. The Card Catalog
    b. Technical Services
    c. the Current Periodicals Room
    d. at the Charge Out Desk

19. Current journals are shelved in:

    a. the bound periodicals stacks
    b. the Microforms Room
    c. the Reference Room
    d. the Current Periodicals Room

20. Bound periodicals are shelved:

    a. in Government Documents
    b. in the Microforms Room
    c. alphabetically by title
    d. by call number

Test 1/3

Please respond True or False unless otherwise indicated.

1. Circulation Services Department is located on the third floor.
2. The main card catalog is opposite the Circulation/Reserve Desk.
3. To check out a book, you should have a student identification card.
4. In the card catalog, books can be searched by author only.
5. Government documents may be charged out for use outside the building.
6. The Reference Desk is located opposite the card catalog.
7. Periodical indexes and abstracts can be found beside the card catalog.
8. Dewey Decimal Classification System call numbers begin with letters.
9. Library of Congress Classification System call numbers begin with letters.
10. Beckfiles of journals are always in book form and shelved on Level 2.
11. If a book has been requested by another user, you may not renew it.
12. The Learning Materials Center is located in the Reference Room.
13. Special Collections is located in the Government Documents Department.
14. The Documents Collection is located near the Card Catalog.
15. Ask for "reserve" materials at the :
    a. Charge Out Desk
    b. Reference Desk
    c. Periodicals Desk
    d. Circulation/Reserve Desk
16. The loan period for reserve materials is approximately:
    a. 1 day
    b. 2 weeks
    c. 4 hours
    d. 24 hours
17. The call number is located in the:
    a. upper left
    b. upper right
    c. center
    d. bottom line
18. If you have general questions or need help, go to the:
    a. Charge Out Desk
    b. Learning Materials Center
    c. Reference Desk
    d. Periodicals Desk

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19. Copies of the Periodicals Printout which tells if the Library has a journal and where it is located are:

    a. at the Reserve Desk
    b. in the Reference Room
    c. at the Circulation Desk
    d. at the Card Catalog

20. Bound periodicals are shelved:

    a. alphabetically by title
    b. by call number
    c. in the Current Periodicals Room
    d. in the Reference Room

Test 1/4

Please respond True or False unless otherwise indicated.

1. The Circulation Services Department is located at the big desk near the card catalog on the first floor.

2. The main card catalog is in the Reference Room.

3. To check out a book, you should have permission from your instructor.

4. If you need a book which has been checked out to another user, it may be recalled for you.

5. In the card catalog books can be searched by title only.

6. Dewey Decimal Classification System call numbers begin with numbers.

7. Library of Congress Classification System call numbers begin with numbers.

8. All government documents are listed in the card catalog.

9. The Reference Desk is located in the center of the Reference Room.

10. Periodical indexes and abstracts can be found in the Current Periodicals Room.

11. Backfiles of journals are always on microfilm.

12. The Learning Materials Center is located on the second floor.

13. Special Collections is located on the third floor.

14. The Documents Collection is located in the Special Collections Department.

15. The call number is located in the:
    a. upper left
    b. upper right
    c. center
    d. bottom line

16. The Reserve Collection is located:

    a. in Special Collections
    b. in the Reference Room
    c. behind the Circulation/Reserve Desk
    d. in the Learning Materials Center

17. The loan period for reserve materials is approximately:
    a. 12 hours
    b. 4 hours
    c. 1 day
    d. 2 weeks

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18. If you have general questions or need help, go to the:

    a. University Librarian's Office
    b. Reference Desk
    c. Current Periodicals Desk
    d. Charge Out Desk

19. Copies of the Periodicals Printout which tell if the Library has a journal and where it is located are:

    a. in Special Collections
    b. at the Charge Out Desk
    c. in the Reference Room
    d. at the Reserve Desk

20. Bound periodicals are shelved:

    a. alphabetically by title
    b. by call number
    c. in the Current Periodicals Room
    d. in the Reference Room

Test 1/5

Please respond True or False unless otherwise indicated.

1. The Circulation Services Department is located in the second floor lobby outside the Current Periodicals Room.
2. The main card catalog is straight ahead as you enter from the Union.
3. To check out a book, you should have a driver's license.
4. Books circulate for a semester but are subject to recall after two weeks.
5. Government documents may be charged out for use outside the building.
6. In the card catalog books can be searched by author, title, or subject.
7. Library of Congress Classification System call numbers begin with letters.
8. Dewey Decimal Classification System call numbers begin with letters.
9. The Reserve Collection is located in the Reference Room.
10. The Reference Desk is located on the third floor.
11. Periodical indexes and abstracts can be found in the Microforms Room.
12. The Learning Materials Center is located near the main card catalog.
13. Special Collections is located in Alumni Hall.
14. The Documents Collection is located on Level 1B.
15. The call number is located in the:
    a. upper left
    b. upper right
    c. center
    d. bottom line
16. The loan period for reserve materials is approximately:
    a. 2 weeks
    b. 12 hours
    c. 4 hours
    d. 24 hours
17. If you have general questions or need help, go to the:
    a. Charge Out Desk
    b. Learning Materials Center
    c. Current Periodicals Desk
    d. Reference Desk

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Test 1/5 (cont.)

18. Copies of the Periodical Printout which tells if the Library has a journal title and where it is located are:

    a. in the Periodical Stacks
    b. in the Learning Materials Center
    c. at the Charge Out Desk
    d. at the Circulation Desk

19. Most current magazines are shelved:

    a. at the Reserve Desk
    b. in the Current Periodicals Room
    c. in the bound periodical stacks
    d. in the Microforms Room

20. Bound periodicals are shelved:

    a. alphabetically by title
    b. by call number
    c. in the Current Periodicals Room
    d. in the Reference Room

Test 1/6

Please respond True or False unless otherwise indicated.

1. The Circulation Services Department is located on your right as you enter from the Union.
2. The main card catalog is outside the Oakes Room.
3. To check out a book, you should have permission from a librarian.
4. In the card catalog, books may be searched by author and subject only.
5. Dewey Decimal Classification System call numbers begin with numbers.
6. Library of Congress Classification System numbers begin with numbers.
7. All government documents are listed in the main card catalog.
8. Ask for reserve items at the Charge Out Desk.
9. Books may be returned to the outside book slots when the building is closed.
10. The Reference Desk is located on your right just past the elevators as you enter from the Union.
11. Periodical indexes and abstracts can be found in the Reference Room.
12. The Learning Materials Center is located in Shibles Hall.
13. Special Collections is located near the main card catalog.
14. The Documents Collection is on the third floor.
15. The call number is located in the:
    a. upper left
    b. upper right
    c. center
    d. bottom line
16. The loan period for reserve materials is approximately:
    a. 12 hours
    b. 2 weeks
    c. 24 hours
    d. 4 hours
17. If you have general questions or need help, go to the:
    a. Learning Materials Center
    b. Charge Out Desk
    c. Reference Desk
    d. Microforms Room

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Test 1/6 (cont.)

18. Copies of the Periodicals Printout which tells if the Library has a journal and where it is located are:

    a. at the Charge Out Desk
    b. at the Reserve Desk
    c. in the Oakes Room
    d. in the Current Periodicals Room

19. Current magazines may be found:

    a. in the bound periodical stacks
    b. on microfilm
    c. on open shelves in the Current Periodicals Room
    d. in the Reference Room

20. Bound periodicals are shelved:

    a. in Government Documents
    b. in the Microforms Room
    c. alphabetically by title
    d. by call number